



**DEPARTMENT OF THE ARMY**  
ROCK ISLAND DISTRICT, CORPS OF ENGINEERS  
CLOCK TOWER BUILDING - P.O. BOX 2004  
ROCK ISLAND, ILLINOIS 61204-2004

CEMVR Policy  
Statement #005

CEMVR-PC-C (310-2d)

9 July 1997

MEMORANDUM FOR All Rock Island District Employees

SUBJECT: District Commander's Policy on Training

1. The policy of the Rock Island District, Corps of Engineers is to provide the most efficient, cost-effective training program for District personnel. The primary objective is to provide the training necessary to develop the skills, knowledges, and abilities that will best enable employees to perform their work. Training will be accomplished in consonance with immediate and future missions of the District, within the boundaries of available resources.

2. This policy is based on the concepts that:

a. The most relevant training opportunities occur on the job. Supervisors and employees should take every advantage of those opportunities. Carefully planned on-the-job training provides for a more effective learning process.

b. Training is an individual responsibility. It is the supervisor's responsibility to make the relevant training opportunities available; it is the employee's responsibility to actively pursue such opportunities.

c. Thorough planning is fundamental to a successful training program; the annual review of employee performance is integral to such planning. The Individual Development Plan should be used as the basis for planning and developing the training program.

d. At each level of supervision, there is an obligation to identify those areas in the specific work environment in which training can improve performance and aid in achieving defined objectives and goals of the organization.

e. The District training program plan will be administered to ensure that all eligible employees receive reasonable opportunity to be selected for training. There shall be no discrimination because of race, religion, age, color, national origin, handicap, or sex.

f. Management development in the form of core leadership training opportunities must be incorporated as a standard operating procedure. All levels of managers: new, first-line, and supervisors of supervisors must be included in this program.

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g. In the case of General Schedule careerists, Career Program Managers will provide career guidance and ensure development of our future leaders.

h. Evaluation of training events (both on an individual and cumulative fiscal year basis) will serve to define future training plans. Further, evaluations will be used to monitor training program efficiencies.

3. The District's training plan will be developed in order to:

a. Promote efficiency and economy in carrying out the missions of this District.

b. Establish and maintain the highest standards of performance in the transaction of public business; i.e., to give the best customer care possible.

c. Support Department of Army's policy of developing and retaining a permanent workforce which is skilled, efficient, and well abreast of scientific, professional, technical, and managerial developments.

d. Stimulate self-development.

4. A well developed and executed training plan plays an integral role in maintaining the District's continued success, and is beneficial to both the organization and employee. As a properly used management tool, training can increase efficiency and effectiveness of operations and missions.

//s//

JAMES V. MUDD  
Colonel, EN  
Commanding

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